

# Lodgers Tax Committee Meeting

## MINUTES

DECEMBER 8, 2011 10:00AM

VILLAGE HALL

<b>MEETING CALLED BY</b>	Rogers Lanon
<b>TYPE OF MEETING</b>	
<b>FACILITATOR</b>	
<b>NOTE TAKER</b>	Tracy Orr
<b>TIMEKEEPER</b>	Meeting Start Time 10:04am
<b>ATTENDEES</b>	Rogers Lanon <input checked="" type="checkbox"/> Gary Davis <input checked="" type="checkbox"/> Wayne Hajovsky <input checked="" type="checkbox"/> Tulima Mauga <input type="checkbox"/> Deb Leininger <input checked="" type="checkbox"/> Deborah May <input checked="" type="checkbox"/> Tracy Orr <input checked="" type="checkbox"/>

## Agenda topics

<b>CALL TO ORDER</b>	The meeting was called to order by Chairman Rogers Lanon.	
Pledge of Allegiance: Chairman Lanon called for the Pledge of Allegiance		
Roll Call: The following members were present: Chairperson Rogers Lanon, Councilwoman Deb May, Gary Davis, Wayne Hajovsky, Deb Leininger and Tracy Orr. Tulima Mauga was absent		
Approval of Agenda: Gary Davis made a motion to approve the agenda as written. Deb Leininger seconded the motion and the motion passed.		
Approval of Minutes: Gary Davis made a motion to approve the minutes of the July 12, 2011 meeting as written. Deb Leininger seconded the motion and the motion passed.		
<b>OLD BUSINESS</b>	<p>A. Review Request for Proposals – Tracy Orr will email the Request for Proposal to the Committee members for their review. Suggestions and changes will be emailed to Tracy Orr and she will make the necessary corrections/changes to the proposals. One thing the Committee would like to see is more emphasis on the tracking procedures and getting rid of the redundant questions.</p> <p>Gary Davis suggested that the "newbies" applying for lodgers tax dollars be given some instruction on how the process works before they receive an RFP. Tracy Orr agreed to notify all lodgers tax recipients about the changes to the release and due date of the Request for Proposals.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Email the RFP to Committee members- <b>Done</b>	Tracy Orr	December 9 <sup>th</sup>
Notify Lodgers Tax Recipients about the changes in due date, etc.- <b>Done</b>	Tracy Orr	December 9th

## NEW BUSINESS

<b>REVIEW OF LODGERS TAX ALLOCATIONS</b>	Gary Davis and Rogers Lanon both stated that tracking visitors was a top priority in reviewing the RFP's. The committee wants to see a good tracking plan and solid numbers on the RFP's this year.
Rogers Lanon asked if we could find out how many owners in Angel Fire rent their houses/condos on VRBO. He suggested that we try to convince them to pay Lodgers Tax. We could email them and ask for their support of Lodgers Tax as it will benefit the VRBO owners as well by increasing tourism and promoting Angel Fire.	
<b>TIME FRAME FOR REQUEST FOR PROPOSALS</b>	The Committee agreed on the following schedule for the Request for Proposals: Lodgers Tax Committee Meeting will be held Tuesday, January 10 <sup>th</sup> at 10am at Village Hall. Tracy Orr will advertise the Request for Proposals in the news paper the weeks of January 25 <sup>th</sup> and February 1 <sup>st</sup> .

	Requests for Proposals will be due on March 2 <sup>nd</sup> . Review and allocation meeting will be held March 20 <sup>th</sup> at 10am at Village Hall.	
Requests for Proposals will be ready once they run in the newspaper on January 25 <sup>th</sup> .		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Research VRBO for number of Angel Fire Owners involved	Tracy Orr	December 9th
Run newspaper legal ads in January 2012	Tracy Orr	December 30th

**NEW BUSINESS**

<b>REVIEW PROPOSED LODGERS TAX FUNDS</b>	Lupita DeHerrera gave a presentation on the lodgers tax funds. Gary Davis made a motion to collect \$520 per month to be dispersed in both the Lodgers Tax Audit and the Lodgers Tax Reserve accounts (\$260 in each). Lupita stated that this would start in January. Deb Leininger seconded the motion and the motion passed unanimously.	
	Gary Davis then made a motion to take 10% of the monthly lodgers tax collections and put into an account for the carry-over reserves. Deb Leininger seconded the motion and the motion passed unanimously. Lupita DeHerrera said she will get these accounts set up. The account number is 213 and the department is 17 and Lupita will get the line item numbers set up. Tracy Orr said she will check with Terry Cordova to see if these motions need to be presented to Council in the form of a resolution.	
	Lupita De Herrera asked for the Lodgers Tax Committee members email addresses so she can email them quarterly updates on the lodgers tax funds.	
<b>OTHER BUSINESSES</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check with Terry Cordova about resolutions- <b>Don't need Resolution</b>	Tracy Orr	December 9 <sup>th</sup>
Lodgers Tax Committee Email Addresses to Lupita DeHerrera- <b>Done</b>	Tracy Orr	December 9th

**REQUESTS AND RESPONSES FROM THE AUDIENCE**

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**NEXT MEETING DATE AND ADJOURNMENT**

<b>DISCUSSION</b>	Rogers Lanon made a motion to adjourn the meeting at 11:41am. Deb Leininger seconded and the meeting was adjourned.	

<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	

These meeting minutes were approved by a unanimous vote of the committee on

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Signature of Chairperson \_\_\_\_\_

Signature of Council Representative \_\_\_\_\_